**TEMPLATE**

**(Insert Club Name & Logo Here)**

**Procedure –**

**Screening Checklist for Organisation’s Authorised Person/s**

***NOTE: Clubs/ Branches must appoint a maximum of 6 Authorised Person’s (depending on the size of the club) to assist in the processing of all Blue Card Services lodgements including “Blue Card” Applications. One of whom should be the Secretary/ Administrator.   
  
Authorised Persons are responsible for checking the “Proof of Identity” of the applicant completing Blue Card Services applications. All authorised person’s names & signatures must be lodged with SLSQ.***

Authorised Person/s must do the following:

🞏 Warn any applicant prior to signing a blue card application, that it is an offence for a disqualified person to sign a blue card application. Penalties may apply to the organisation if a person is not warned. Each individual person who applies for a blue card or renewal is then responsible themselves for deciding whether they fall into the 'disqualified person' category.

🞏 Ensure that the applicant has read the form and the applicant’s declaration carefully.

* Ensure that the person is completing the correct form for their situation – either a blue card application form, transfer form or exemption notice. All current Blue Cards forms can be found at [SLSQ App - Blue Card Forms](https://slsqcm.entegyapp.com.au/Page/61/2597)
* Online option is available by applicant registering for a Blue Card Services online account at <https://my.bluecard.qld.gov.au/account/registration/privacy-notice>. Applicant to record their account number provided to them at the registration completion.

Ensure accurate account number and date of birth is provided to SLSQ via survey at <https://www.surveymonkey.com/r/SLSQBCSLink> or provide to the club to email to SLSQ at [bluecards@lifesaving.com.au](mailto:bluecards@lifesaving.com.au) to be linked to the organisation.

Applicant to login to their Blue Card Services Applicant Portal at <https://my.bluecard.qld.gov.au/login>. Complete and submit their application to be processed by Blue Card Services.

* Ensure that the form is completed correctly with **Surf Life Saving Queensland’s** details completed in the Organisations details section, including the Organisation ID number 85968.
* Ensure that the type of child related employment is checked as *churches, clubs and associations.*
* Ensure that the applicant has fully completed the form using BLOCK LETTERS and printing clearly. i.e. including the member’s middle name; and correct date of birth.
* Ensure the applicant has provided a certified copy of their Queensland Department of Transport and Main Roads issued identification or customer reference number (as detailed on the forms) or electronically certify their identification by registering with Blue Card Services online at <https://my.bluecard.qld.gov.au/account/registration/privacy-notice>
* Any supporting documents for proof of ID must be issued by Queensland TMR (a driver licence, adult proof of age card, photo identity card, marine licence or motorcycle licence) and a **certified copy** included in the application. Certification can be completed by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.
* Ensure that the applicant has provided details of any name changes if relevant. If more space is required, check that they have ticked the box stating that they have attached a separate piece of paper listing changes and reasons for changes, and that the separate piece of paper is attached.
* Ensure that the Organisation’s appointed *authorised person* writes their name at the Declaration and signs and dates the form. ***Note*** - this date must be the same date or a later date than the member’s signature and date.
* Ensure all information is completed i.e. Payment options if a Paid Employee application/renewal, Teacher Registration, Police ID, previous Card Number etc.
* Send all scrutinised Blue Card Services’ forms to Surf Life Saving Queensland:

1. upload - <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/contacting/submit-scanned-form>

and email - [bluecards@lifesaving.com.au](mailto:bluecards@lifesaving.com.au)

1. Only current Blue cards to link to SLSQ email details directly to [bluecards@lifesaving.com.au](mailto:bluecards@lifesaving.com.au)

**Notifying SLSQ of your Club or Branch’s Authorised Persons**  
  
Please send a scanned listing of the Authorised Persons for you Club or Branch including their full name and signature to [bluecards@lifesaving.com.au](mailto:bluecards@lifesaving.com.au)

If you have any questions please contact the SLSQ Administration and Compliance Department on 07 3846 8000.